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ABSTRACT

The first of six sections in this manual outlines a series of steps to be followed when an emergency or problem occurs. These procedures are divided into four categories: (1) behavioral emergencies, i.e., bomb threats, building takeover, problem patrons, or thefts; (2) building emergencies, i.e., elevator failure, fire, flooding of building/water leaks, power failure; (3) medical emergencies, i.e., animal bites, death, drug or psychiatric problems, or fumes (possibly toxic); and (4) weather emergencies, i.e., heavy rain/icy conditions or tornados. Sources of assistance are listed in the second section under emergency organizations, which include emergency medical services, the fire department, hospitals, the infirmary, and security. Library floor plans in the third section indicate the location of fire alarms, fire extinguishers, and fire stairs. The remaining sections provide a listing of members of the Library Executive Council with their home and office telephone numbers, a telephone directory of library administrators and emergency services, and a key word index to the manual. (RBF)

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EMERGENCIES AND PROBLEMS: A PROCEDURES MANUAL

FOR

TRINITY UNIVERSITY LIBRARY

by

Katherine D. Pettit

Trinity University Library
San Antonio, Texas
1981

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CAMPUS
EMERGENCY TELEPHONE NUMBER*

736-8301 (SECURITY)

*IF THE CAMPUS TELEPHONES ARE NOT WORKING, USE A PAY TELEPHONE LOCATED IN THE MAIN ENTRANCE OF THE LIBRARY AND DIAL 736-2559 (SECURITY).

FOREWORD

Emergencies and Problems: A Procedures Manual for Trinity University Library consists of six sections:

Section One records a series of steps to be followed when an emergency or problem occurs. Some steps can be carried out simultaneously by several people; others must be completed in sequence. In all cases, common sense should be the deciding factor as to when and by whom any or all steps are to be implemented.

For convenience, this section is subdivided into several emergency areas: Behavioral, Building, Medical, and Weather. Each emergency area has an alphabetical breakdown by subject.

Section Two reports information on those organizations which may become involved with library emergencies or problems.

Section Three presents floor plans of the library, and notes locations of fire alarms, fire extinguishers, and fire stairs.

Section Four lists the permanent members of the library's Executive Council, together with their office and home telephone numbers. These members may be of assistance during an emergency.

Section Five serves as a telephone directory of all persons and organizations referred to in this manual.

Section Six is an index of key words and, as such, a quick guide to pertinent information.

Katherine D. Pettit

Trinity University Library
San Antonio, Texas
1981

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SECTION 1 - PROCEDURES

BEHAVIORAL EMERGENCIES

Bomb Threats

Building Takeover

Problem Patrons

Thefts

BOMB THREATS

A. GET MAXIMUM INFORMATION

Keep the caller on the telephone as long as possible, and WRITE DOWN as much of the following as you can obtain:

1. Time set for the explosion
2. Location of the bomb (name of the library, floor, room)
3. Type of bomb
4. Any other information which might be useful in locating the explosive device, or in identifying the caller

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

It is essential that the senior member on duty notify Security

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

immediately! Give a detailed report of the threat, especially the claimed time of the explosion.

D. EVACUATE THE BUILDING IF ORDERED BY SECURITY

Sound the "closing bell" and direct people out of and away from the building. Be sure that everyone has been evacuated.

E. SEARCHING FOR THE BOMB

Do not search for the bomb! This is the responsibility of Security and those officials who have been trained for that purpose.

F. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident, caller's voice, background noise
2. Date and time
3. Location (name of the library, floor, room)
4. Officials notified
5. Action taken
6. Other pertinent facts
7. Your name and telephone number

BUILDING TAKEOVER

A. KEEP CALM

Do not panic! If there appears to be a rational leader, talk to him to ascertain the reason for the takeover.

B. IF POSSIBLE, NOTIFY THE SENIOR MEMBER ON DUTY

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

This should be done whenever a large, threatening crowd gathers, whether or not the building has actually been taken over. Report the following:

1. Nature of the problem
2. Location (name of the library)
3. Behavior and size of the crowd
4. Damages and injuries, if any

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

5. Demands

6. Other pertinent facts

7. Your name and telephone number

D. EVACUATE THE BUILDING IF ORDERED BY SECURITY AND PERMITTED BY THE LEADER OF THE CROWD

If there seems to be any danger, use extreme caution in clearing the building. A discussion with the leader of the takeover may be helpful in bringing about an orderly evacuation.

E. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident

2. Location (name of the library)

3. Date and time

4. Description of the leader and name, if known

5. Damages and injuries, if any

6. Officials notified

7. Action taken

8. Other pertinent data

9. Your name and telephone number

PROBLEM PATRONS

A. BE DIPLOMATIC

Do not argue. If unable to obtain the cooperation of the patron, follow the instructions in either B or C, below.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Description of the individual involved
3. Exact location (name of the library, floor, room)
4. Your name and telephone number

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library, floor, room)
3. Date and time
4. Name, if known, and description of the person involved in the incident
5. Officials notified
6. Action taken
7. Other pertinent facts
8. Your name and telephone number

THEFTS

A. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in B, below.

B. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Location (name of the library, floor, room)
3. Description of any suspicious persons in the area
4. Description of material stolen
5. Date and time of the incident
6. Your name and telephone number

C. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

1. Description of the incident
2. Location (name of the library, floor, room)
3. Date and time of the incident
4. Description of material stolen
5. Description of suspicious persons in the area at the time of the incident
6. Officials notified
7. Action taken
8. Other pertinent facts
9. Your name and telephone number

BUILDING EMERGENCIES

Elevator Failure

Fire

Flooding of Building/Water Leaks

Power Failure

ELEVATOR FAILURE

A. MAINTAIN VOICE CONTACT

If someone is stranded in an elevator, reassure him that help is being obtained. Post a person nearby to maintain communication with anyone so entrapped.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Location (name of the library, floor)
3. Number of people stranded
4. Medical problems, if any
5. Your name and telephone number

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library, floor)
3. Date and time of the incident
4. Names and telephone numbers of those entrapped
5. Medical problems, if any, encountered
6. Officials notified
7. Action taken
8. Other pertinent data
9. Your name and telephone number

FIRE

A. DO NOT PANIC

You must remain calm in order to direct the necessary operations. If you believe you can put out the fire (e.g., a small blaze in a wastebasket), do so. Use the nearest fire extinguisher, but be sure it is the right type. Read the instructions on the fire extinguisher for operating procedures.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Location (name of the library, floor, room)
3. Damage and injuries, if any

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

4. Other pertinent data

5. Your name and telephone number

D. IF ORDERED BY SECURITY, EVACUATE THE BUILDING

Remember that Security will notify the Fire Department and escort the fire fighters to the scene. Be sure to note the following:

1. The sprinkler system will automatically set off the fire alarm in the library. If there is a malfunction, sound the "closing bell," and/or the nearest fire alarm.
2. Post guards by the elevators to prevent their being used!
3. Check for handicapped persons! Security will assist in removing them to a safe area.
4. Calmly direct everyone to the nearest exit. Be aware of the location of emergency exits!
5. If safe, check all areas before leaving. Include:
   a. A.V. Rooms
   b. Conference Rooms
   c. Elevators
   d. Offices
   e. Rest Rooms
   f. Stack Areas
   g. Staff Lounge

h. Stairwells

i. Typing Rooms

6. Leave all lights on.

7. Time permitting, close all doors on your way out.

8. Report to Security when all persons have been evacuated.

E. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Nature of the problem

2. Date and time of the incident

3. Location (name of the library, floor, room)

4. Damages, and injuries, if any

5. Names and telephone numbers of those injured

6. Officials notified

7. Action taken

8. Other pertinent data

9. Your name and telephone number

FLOODING OF BUILDING/WATER LEAKS

A. DO NOT ENTER FLOODED AREA

Since there may be the possibility of electrical shock or electrocution, stay out of the area! Post guards to prevent anyone's entering.

B. WATER LEAKS

1. Collect the water in containers.
2. If necessary, move the material from the area.

C. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in D, below.

D. NOTIFY SECURITY (X-8301)

If an area has been flooded, alert Security and report the following:

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

1. Nature of the problem
2. Location (name of the library, floor, room)
3. Damage and injuries, if any
4. Other pertinent data
5. Your name and telephone number

Discuss the problem of water leaks with Security, also. They may be able to offer assistance via the Physical Plant Office (X-8411).

E. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Date and time of the incident
3. Location (name of the library, floor, room)
4. Damage and injuries, if any
5. If there are injuries, the names and telephone numbers of those involved
6. Officials notified
7. Action taken
8. Other pertinent data
9. Your name and telephone number

POWER FAILURE

A. DAYTIME HOURS

Monday - Friday, 8:00 A.M. - 5:00 P.M., instructions will be forthcoming from the Director's office (X-8122).

B. OTHER TIMES

Monday - Friday, after 5:00 P.M., Saturdays and Sundays, the senior member on duty will be responsible for the decision concerning the closing of the library.

C. ALERT SECURITY (X-8301)

Telephone, if the lines are still working; if not, either send a runner to the Security Office, Suite 100, Cobb-Racey Building, or use a pay telephone and dial 736-2559. Security may be needed to evacuate the premises. Report the following:

1. Nature of the problem
2. Location (name of the library)
3. Presence of handicapped people in the building
4. Number trapped in the elevators, if applicable

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

5. Any medical problems
6. Other pertinent data
7. Your name and telephone number; the latter, if telephones are still functional

D. AUXILIARY LIGHTING

There is an automatic auxiliary lighting system which will provide emergency lighting for the stairwells and exits only! It will be necessary to use flashlights (stored in the Reference Department and in the Circulation area) to evacuate the other sections of the library. Be sure to check:

1. A.V. Rooms
2. Conference Rooms
3. Elevators
4. Rest Rooms
5. Stack Areas
6. Staff Lounge
7. Typing Rooms

E. ELEVATORS

The auxiliary lighting system will not provide service to the elevators. If anyone is trapped, post someone to maintain

voice contact. Reassure the person or persons that help is on the way.

F. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the problem
2. Date and time of the problem
3. Location (name of the library)
4. Injuries or medical problems, if any
5. Names and telephone numbers of those injured or involved in medical problems
6. Officials notified
7. Action taken
8. Other pertinent data
9. Your name and telephone number

MEDICAL EMERGENCIES

Animal Bites

Death

Drug or Psychiatric Problems

Fumes, Possibly Toxic

Injuries

Insect Stings

Medical Problems

ANIMAL BITES

A. RABIES DANGER

In all cases of animal bites, there may be the danger of rabies! Be aware that rabid animals may have the disease in either the "furious" or the "dumb" form. "Furious" rabies is characterized by agitation and viciousness, followed by paralysis and death. Inability to swallow causes drooling of saliva. In "dumb" rabies, paralytic symptoms predominate and are first manifested by a dropped lower jaw.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

2. Description of the animal and its behavior

3. Location (name of the library, floor, room)

4. Name and telephone number of the person who was bitten

5. Animal's owner, if known

6. Other pertinent information

7. Your name and telephone number

D. ISOLATE THE ANIMAL, IF SECURITY APPROVES

In order to prevent others from being bitten, try to restrict the animal to one section or room of the building. Do not attempt this if there is the slightest sign of danger to you or to someone else.

E. ANIMAL REMOVAL

Library staff, at their own peril, may wish to remove an animal which has not bitten or threatened anyone. Note, however, that this practice is not recommended. If the animal appears to be diseased in any way, telephone Security for assistance. They will notify the proper authorities.

F. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Nature of the problem
2. Description of the animal and its behavior
3. Date and time of the incident
4. Location (name of the library, floor, room)
5. Name and telephone number of the person who was bitten
6. Animal's owner, if known
7. Officials notified
8. Action taken
9. Other pertinent data
10. Your name and telephone number

DEATH

A. DEAD PERSON

Do not presume that death has occurred! Check for breathing and pulse: if lacking and trained to do so, begin CPR (Cardiopulmonary Resuscitation) immediately. At the same time, assign others to follow B and C, below.

B. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem. Be sure to state that you have an unconscious person who shows no sign of life.
2. Location (name of the library, floor, room)
3. Other pertinent facts
4. Your name and telephone number

C. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however,

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

you are that member, you will already have taken the initial steps to control the situation.

D. CONFIRMED DEATH

Security will notify the appropriate university office. That office, in turn, will assume the responsibility for informing the next of kin.

E. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Nature of the incident
2. Date and time of the incident
3. Location (name of the library, floor, room)
4. Description of the victim
5. Name and telephone number of the victim, if possible
6. Name and telephone number of the victim's nearest relative, if known
7. Officials notified
8. Action taken
9. Other pertinent data
10. Your name and telephone number

DRUG OR PSYCHIATRIC PROBLEMS

A. KEEP CONTROL OF THE SITUATION

Speak calmly to the person. Be alert to the possibility of suicide/violence. Antagonism may be directed towards one's self or someone else--suicide or homicide being the most extreme forms.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C, below.

C. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Location (name of the library, floor, room)
3. Description of the disturbed person
4. Name of the person, if known
5. Your name and telephone number

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Nature of the problem
2. Date and time of the incident
3. Location (name of the library, floor, room)
4. Description of the disturbed person
5. Name of the person, if known
6. Officials notified
7. Action taken
8. Other pertinent data
9. Your name and telephone number

FUMES, POSSIBLY TOXIC

A. GENERAL INFORMATION

Carbon monoxide poisoning would be the chief cause for concern in the library. Carbon monoxide is present in manufactured utility gas sometimes used for heating. Natural gas is the type chiefly used by city gas supplies and utility companies. However, on occasion, manufactured gas may be added to the natural gas. As a result of faulty equipment or carelessness, carbon monoxide fumes may escape and create a dangerous situation.

B. KNOW THE SYMPTOMS

The symptoms depend upon the concentration of carbon monoxide in the air. They are as noted:

1. Headache
2. Irritability
3. Shortness of breath
4. Chest pain
5. Dizziness
6. Nausea

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

7. Fainting

The lips and skin may be bright red. If exposure is continued, mental deterioration, stupor, unconsciousness, and death will follow.

C. IMMEDIATELY NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT ORDERS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in D, below.

D. ALERT SECURITY (X-8301)

Report the following:

1. Nature of the problem
2. Location (name of the library)
3. Number of people involved
4. Presence of handicapped individuals in the building
5. Other pertinent data
6. Your name and telephone number

E. CLEAR THE AREA

If ordered by Security, evacuate the building. Sound the

"closing bell", and assist patrons from the library. Be aware of the location of emergency exits. Security will help in removing handicapped persons. If safe, check all areas before leaving. Include:

1. A.V. Rooms
2. Conference Rooms
3. Elevators
4. Offices
5. Rest Rooms
6. Stack Areas
7. Staff Lounge
8. Stairwells
9. Typing Rooms

Report to Security when the building has been cleared.

F. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Nature of the problem
2. Date and time of the incident
3. Location (name of the library)

4. Name and telephone numbers of those who required medical assistance
5. Officials notified
6. Action taken
7. Other pertinent data
8. Your name and telephone number

INJURIES

A. ACCIDENTS

Do not be lulled into a false sense of security by the impression that accidents do not occur in libraries; they do. Often, these are falls on stairs or on the same level, falls caused by wet floors, loose sections of carpeting, telephone cords, open file drawers. High heels, long hair, jewelry, razor blades, sharp pencils, hot fluids, paper cutters, frayed electrical wires are also potential sources of accidents. In case of an accident, follow instructions below.

B. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in C.

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

C. ALERT SECURITY (X-8301)

If medical assistance is needed, contact Security and report the following:

1. Nature of the problem
2. Type of injury
3. Location (name of the library, floor, room)
4. Name and telephone number of injured person, if possible
5. Your name and telephone number

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library, floor, room)
3. Date and time of the incident
4. Type of injury
5. Name and telephone number of injured person, if possible
6. Officials notified
7. Action taken
8. Other pertinent data
9. Your name and telephone number

INSECT STINGS

A. WATCH FOR ALLERGIC REACTIONS

1. An acute, often explosive, systemic reaction may occur in a person after an insect sting. Typically, in 1 to 15 minutes, the person complains of a sense of uneasiness and becomes agitated and flushed, Rapid heartbeat, itching, throbbing in the ears, coughing, sneezing, and difficulty in breathing are other significant symptoms. These reactions and signs of shock may develop within another 1 or 2 minutes, and the person may become unresponsive, incontinent, convulse and die.
2. Ask the person if he has had previous reactions. If he carries emergency medicine, be sure he takes it at once.

B. IF AN ALLERGIC REACTION APPEARS TO BE TAKING PLACE, CALL SECURITY (X-8301) IMMEDIATELY

Report the following and await instructions:

1. Nature of the problem
2. Symptoms
3. Location (name of the library, floor, room)

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

4. Your name and telephone number

C. NOTIFY THE SENIOR MEMBER ON DUTY AND WAIT FOR ORDERS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other times, in the Reference Department (X-7213 or 7214). If, however, you are that member, follow instructions in B.

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library, floor, room)
3. Date and time of the incident
4. Name and telephone number of the person involved
5. Officials notified
6. Action taken
7. Other pertinent facts
8. Your name and telephone number

MEDICAL PROBLEMS

A. NONTRAUMATIC ILLNESS

Fainting may occur in persons who have no evidence of any underlying disease--the basic problem being decreased circulating of blood volume caused by increased pooling of blood in dilated peripheral vessels. The person involved will often treat himself since almost invariably he will assume the recumbent position when fainting occurs.

Altered states of consciousness, ranging from mild confusion to profound coma, could also occur in certain conditions. The most likely to be encountered include:

1. Cardiovascular Disease (Heart Attacks)
2. Cerebrovascular Accidents (Strokes)
3. Convulsions (Epilepsy)
4. Diabetic Coma
5. Hypoglycemia (Insulin Shock)
6. Metabolic Coma

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

Such acute medical emergencies could result in death or disability if no care is provided within the first hour.

If the person is able to speak, ask him his name and whether he has a medical problem. If he is unconscious, check for Medic Alert data--emergency medical identification in the form of a necklace, bracelet, or wallet card. Such identification can alert others to health problems, special conditions, or procedures to follow in case of a medical emergency.

B. NOTIFY SECURITY (X-8301)

If medical assistance is required, contact Security and report the following:

1. Nature of the problem (symptoms)
2. Location (name of the library, floor, room)
3. Other pertinent data
4. Your name and telephone number

C. NOTIFY THE SENIOR MEMBER ON DUTY AND AWAIT INSTRUCTIONS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the senior member will most probably be in the Director's office (X-8122); at all other

times, in the Reference Department (X-7213 or 7214). If, however, you are that person, follow instructions in B.

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library, floor, room)
3. Date and time of the incident
4. Name and telephone number of the person involved, if possible
5. Officials notified
6. Action taken
7. Other pertinent data
8. Your name and telephone number

WEATHER EMERGENCIES

Heavy Rain/Icy Conditions

Tornadoes

HEAVY RAIN/ICY CONDITIONS

A. DAYTIME HOURS

Monday - Friday, 8:00 A.M. - 5:00 P.M., instructions will be forthcoming from the Director's office (X-8128).

B. OTHER HOURS

After 5:00 P.M., Monday - Friday, and on weekends, the senior member on duty in the Reference Department (X-7213 or 7214) will decide when to close the library. If there is no one on duty in the Reference Department, the senior member in the Circulation Department will assume responsibility for the closing.

C. CLOSING PROCEDURES

1. Sound the "closing bell"
2. Check all areas for patrons
3. Turn off the lights

D. NOTIFY SECURITY (X-8301)

1. Report the closing of the library

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

2. Request assistance, if needed

E. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Conditions which prompted the closing of the library
2. Date and time of the closing
3. Any problems encountered
4. Officials notified
5. Other pertinent data
6. Your name and telephone number

TORNADOES

A. DAYTIME HOURS

Monday - Friday, 8:00 A.M. - 5:00 P.M., the Director's office will notify the staff when a "Tornado Watch" is in effect. At the first sign of danger, the Director's office will order a member of the Circulation Department to sound the "closing bell". At that time, everyone is to:

1. Go to the lowest level of the library (Level 3 as of August 1981; Level 2 or 1, when completed). DO NOT USE THE ELEVATORS. HELP THE HANDICAPPED.
2. Move away from the outside walls, windows and other areas of potential danger.
3. Get under heavy tables or desks if time does not permit evacuation to a safe area.

B. EVENING HOURS AND WEEKENDS

Monday - Friday, after 5:00 P.M., and weekends, the senior member on duty in the Reference Department will assume responsibility for the safety of those in the library. If necessary, he will

MEET SECURITY/EMERGENCY OFFICIALS AT THE MAIN ENTRANCE OF THE LIBRARY

order a member of the Circulation Department to sound the "closing bell" and see that Steps 1, 2, and 3 of Section A are followed. If there is no one on duty in the Reference Department, the senior member of the Circulation Department will assume control and follow instructions noted above.

C. IF NECESSARY, NOTIFY SECURITY (X-8301)

Report the following and await instructions:

1. Description of the problem
2. Location (name of the library)
3. Number of injured and need for medical aid
4. Damage to the building: water leaks, fires, electrical hazards, and so forth
5. Other pertinent data
6. Your name and telephone number

D. FILL IN AN INCIDENT REPORT AS SOON AS POSSIBLE

Submit the completed report to the Library Director. Note the following:

1. Description of the incident
2. Location (name of the library)

3. Date and time of the incident
4. Number of injured (names, addresses and telephone numbers, if possible)
5. Number of dead (names, addresses and telephone numbers, if available)
6. Brief damage report
7. Officials notified
8. Action taken
9. Other pertinent data
10. Your name and telephone number

SECTION 2 - EMERGENCY ORGANIZATIONS

EMERGENCY ORGANIZATIONS

Emergency Medical Services (EMS)

Fire Department

Hospitals

Infirmary

Security

EMERGENCY ORGANIZATIONS

At some time in the future, you may have dealings with the organizations noted below. The following information should help you gain an understanding of their various functions and of how they support and complement one another:

A. EMERGENCY MEDICAL SERVICES (EMS)

Emergency Medical Services (EMS) refers to all of the services used in responding to the need for immediate medical care. Many human and physical resources are employed in a predetermined sequence during the medical emergency. These resources and their responses to medical emergencies in a defined geographic area make up a community EMS system.

On campus, do not call the San Antonio EMS; call Security (X-8301) since it is their responsibility to contact EMS, as well as to provide assistance.

B. FIRE DEPARTMENT

Fires should be reported to Security (X-8301). Do not call the San Antonio Fire Department. Security (Trinity University's Department of Security and Traffic Control) will not only contact

the nearest fire station, but will, also, direct the firefighters to the scene.

C. HOSPITALS

Since Trinity's Infirmary is open 24 hours a day, it is, of course, recommended that this service be used for noncritical medical emergencies. Addresses and telephone numbers of the nearest hospitals are provided for general information purposes. These hospitals are:

a. Baptist Memorial Hospital

111 Dallas

(9) 222-8431

b. Northeast Baptist Hospital

8811 Village Drive

(9) 653-2330

D. INFIRMARY (UNIVERSITY HEALTH SERVICES: X-8111)

As noted in C, above, the Elizabeth Rhea Infirmary will take care of noncritical medical emergencies, but it has been established to deal primarily with students' medical problems on a continuing basis. For noncritical medical emergencies, report the problem

and follow the nurse's instructions. The Infirmary is located on the ground floor of Myrtle Hall.

E. SECURITY (X-8301)

Trinity University's Department of Security and Traffic Control provides 24-hour security coverage for the university. This department has both commissioned peace officers and noncommissioned security personnel on its staff. The Security Office is located in the Cobb-Racey Building, southwest of Trinity University Library. For all emergencies, dial X-8301.

Security is the first line of help in any emergency. This office has contact with the police, the fire department, hospitals, infirmary, and EMS. In addition, the office has oxygen equipment and its personnel can offer assistance in emergency situations.

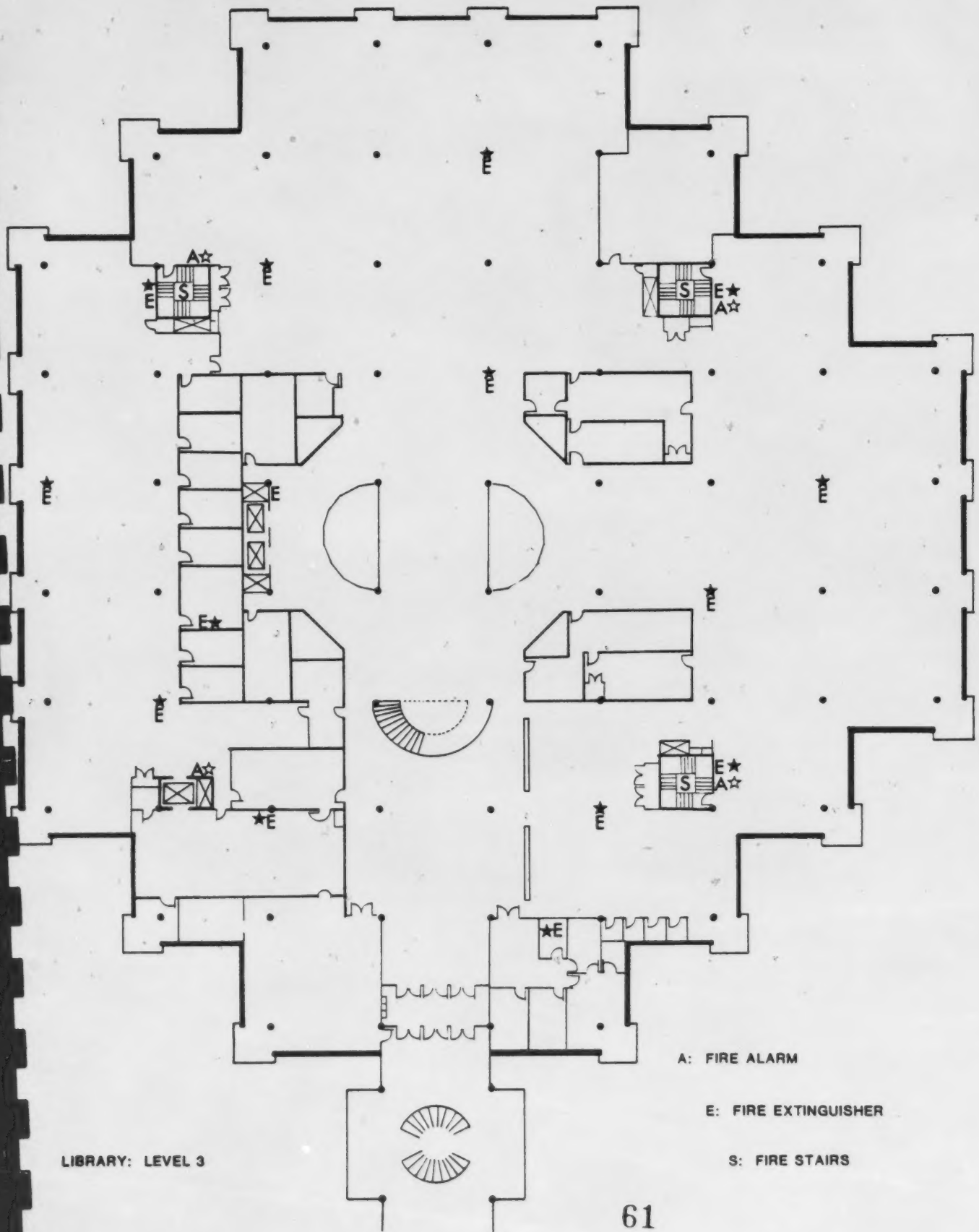
In summary, Security is the first organization to be contacted! Only when something prevents this office from responding immediately should the other emergency organizations be contacted directly.

SECTION 3 - LIBRARY FLOOR PLANS

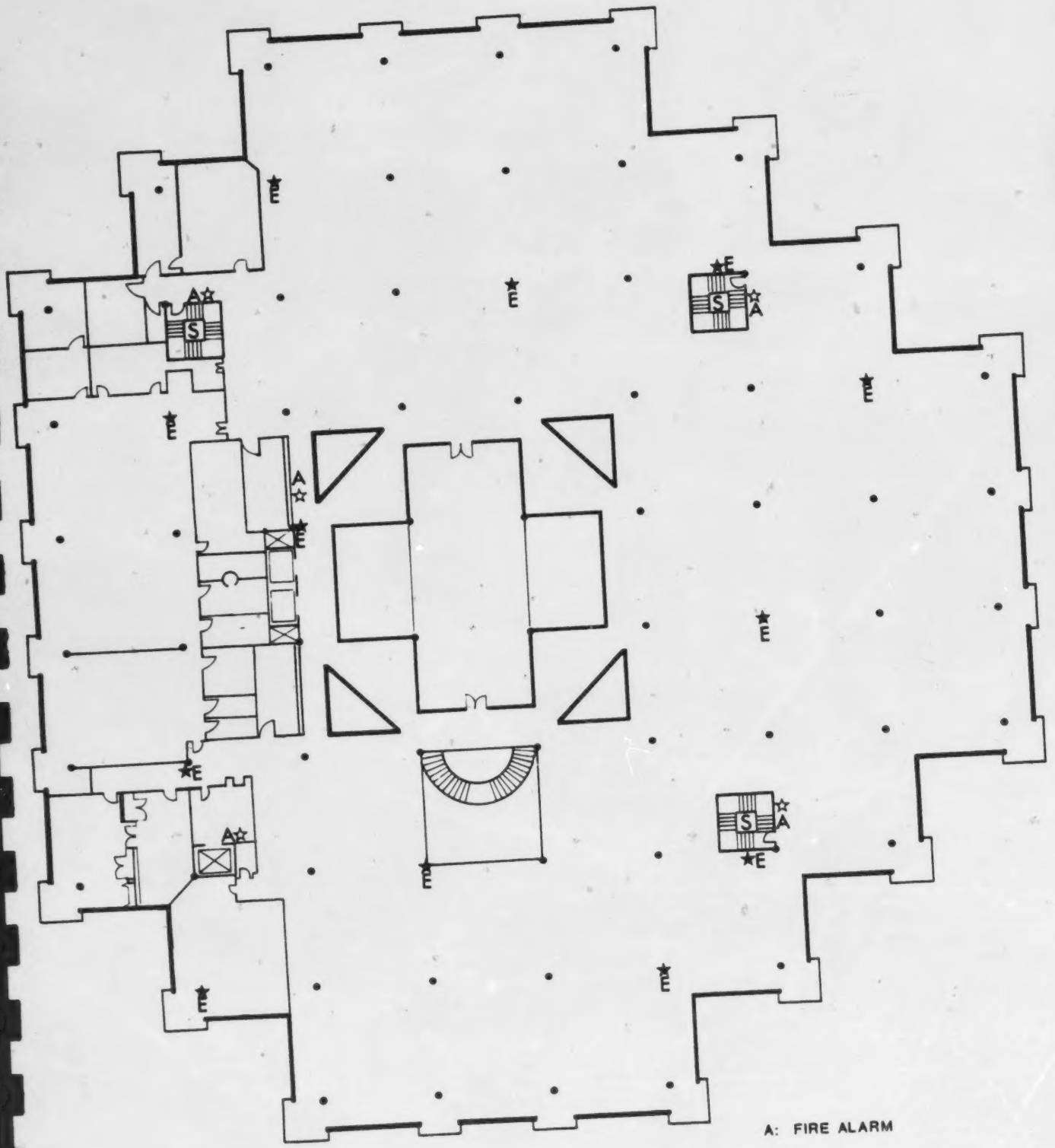
LIBRARY FLOOR PLANS

Level 3

Level 4



LIBRARY: LEVEL 3



A: FIRE ALARM

E: FIRE EXTINGUISHER

S: FIRE STAIRS

LIBRARY: LEVEL 4

SECTION 4 - LIBRARY EXECUTIVE COUNCIL

LIBRARY EXECUTIVE COUNCIL

A. LIBRARY DIRECTOR

Houze, Robert A.

Office: 736-8161

Home: (9) 696-2606

B. ASSOCIATE DIRECTOR FOR PUBLIC SERVICES

Parker, Edward D.

Office: 736-8160

Home: (9) 824-1830

C. ASSISTANT DIRECTOR FOR TECHNICAL SERVICES

Miller, Ruby E.

Office: 736-8128

Home: (9) 1-535-4470

D. ASSISTANT DIRECTOR FOR INSTRUCTIONAL MEDIA SERVICES

Swanner, Ronnie C.

Office: 736-7356

Home: (9) 342-8963

SECTION 5 - TELEPHONE DIRECTORY

TELEPHONE DIRECTORY

Assistant Director for Instructional Media Services ..		736-7356
Home	(9)	342-8963
Assistant Director for Technical Services		736-8128
Home	(9)	1-535-4470
Associate Director for Public Services		736-8160
Home	(9)	824-1830
Baptist Memorial Hospital	(9)	222-8431
EMS (Emergency Medical Services)	(9)	911
Fire Department	(9)	911
Houze, Robert A.		736-8161
Home	(9)	696-2606
Infirmary		736-8111
Library Director		736-8161
Home	(9)	696-2606
Miller, Ruby E.		736-8128
Home	(9)	1-535-4470
Northeast Baptist Hospital	(9)	653-2330
Parker, Edward D.		736-8160
Home	(9)	824-1830

Physical Plant		736-8411
*Security		736-8301
Swanner, Ronnie C.		736-7356
Home	(9)	342-8963
*Trinity University Department of Security and Traffic Control		736-8301

*IF THE CAMPUS TELEPHONES ARE NOT WORKING, USE A PAY TELEPHONE IN THE MAIN ENTRANCE OF THE LIBRARY AND DIAL 736-2559 FOR SECURITY.

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KEY WORD INDEX

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